


Evolution Funding Evolution House

COVID-19 RISK ASSESSMENT

April 2021





PROHAS
HEALTH & SAFETY SUPPORT

Company Name		Location	Risk Assessment Title	Issue No	Date			
Evolution Funding Ltd		Evolution House	Covid-19	3	Initial Assessment 03.06.2020			Completion Date
					Revision Date 11.03.21			
Hz No.	Hazard description	Who Might Be harmed/Persons at Risk	Existing controls	Risk Rating (Refer to RA Guidance Document)			Additional Controls needed	
				L	S	R		
1.	General Exposure to COVID-19 Exposure to Others	<ul style="list-style-type: none"> Employees Visitors Contractors 	<ul style="list-style-type: none"> All employees who can work from home are doing so. This will be regularly reviewed and subject to business needs. Individual employee assessments will take place for those determined to be at a greater risk as identified in government guidance. Staff working in the office to be covid tested once a week at local community testing facility. Lateral flow test, still to follow guidance around symptoms etc. The nominated single point of contact (SPOC) is the A Larkin who will take the lead on contacting local Public Health teams. COVID outbreak plan in place and managed by the SPOC. Any employees who have symptoms or have been in contact with someone that has is required to isolate and stay at home in line with the most current advice from the government. Visitors are not permitted to enter the buildings but will be required to phone Evolution contact who will meet them in carpark. 	2	4	8	<ul style="list-style-type: none"> Documented compliance checking to take place. Regular review of government and public health guidance and amendment of risk assessment and control measures as appropriate 	Ongoing Ongoing

- Where possible meetings held by telephone or online service / Face to Face meeting meetings held with strict 2m distancing maintained. No gathering of staff from multiple work areas.
- All persons on site including visitors will be briefed on site COVID hygiene process on arrival.
- All persons to be advised that no passing is permitted on the staircases. (06.11.2020)
- All persons required to wear a mask whenever away from their own personal desk.
- All visitors and contractors pre arrival will need to sign to confirm that they have no symptoms or have not been in contact with anyone with symptoms.
- Strictly no movement between any of the offices within Thompson Close or between Thompson Close and Evolution House.
- Adhere to the maximum numbers of people in communal spaces such as Kitchens and Toilets as indicated on the door of the room.
- Employees to bring own cutlery and mug and take them home for cleaning. No persons permitted to share cups, cutlery such as spoons for hot drinks.



- Office will be deep cleaned pre-opening 5am, 1pm and 5pm Pre-opening/ Post closing clean each day.

			<ul style="list-style-type: none"> All employees & visitors reminded to wash hands as often as possible for a minimum of 20 seconds. Adequate welfare facilities provided and maintained. Gel sanitisers at key locations around premises for both employees and customers. 					
2	<p>Exposure to COVID-19 Exposure to Others Office Area/Corridors</p>	<ul style="list-style-type: none"> Employees Visitors Contractors 	<ul style="list-style-type: none"> The current layout allows for social distancing with employees either back-to-back or at an appropriate distance. Where reasonably practicable the 2-metre rule will be adopted. Perspex dividers in in place for desks.  <ul style="list-style-type: none"> Several desks will not be used to allow social distancing. Windows to be kept open. No desk fans permitted.  <ul style="list-style-type: none"> Face masks will be mandatory when away from own desk. Keyboards, desks, stationary are used by only one person. 	2	4	8	<ul style="list-style-type: none"> Regular monitoring by site management. Regular review of government and public health guidance and amend risk assessment and control measures as appropriate. 	<p>Ongoing</p> <p>Ongoing</p>



			<ul style="list-style-type: none"> • Each employee will remove and place mouse, Keyboard, headset's, mouse mat in tote bag/lockers to reduce cross contamination risks. • Clear desk policy. • Employees will have their own chair allocated and are only permitted to use this when at work (other than rest areas). • Only essential documents are printed where use of electronic documents is not practicable. • Paper file handling reduced to absolute minimum electronic/online systems used for managing data/information. • All desks/Hard Surfaces to be wiped regularly with anti-bacterial wipes/spray at regular times throughout the day (Set time throughout day). • When shift change all areas will be sprayed down with disinfectant. • Only one-person permitted to stand at Printers/copiers. Before use, the employee will wipe pre use with anti-bacterial wipes. • PPE available on request. 					
3	<p>Exposure to COVID-19 Exposure to Others Kitchen area/Welfare</p>	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Adhere to the maximum numbers of people in communal spaces such as indicated on door to kitchen/Toilets. • Sanitize hands after touching communal touch points like the tea urn. • Face masks will be mandatory when away from own desk. • Breaks staggered. 	2	4	8	<ul style="list-style-type: none"> • Regular monitoring by site management. • Regular review of government and public health guidance and amend risk assessment and control measures as appropriate. 	<p>Ongoing</p> <p>Ongoing</p>




- Employees to bring own cups/mugs/plates/ and take them home for cleaning.
- Employees to bring in own food and drink to work and will take lunch either at desk, car or away from others.
- Employees to bring in own cutlery and mug and take them home for cleaning. Do not share cutlery such as spoons for hot drinks.
- Hot water urn in place. Kettles removed.



- Individual milk/coffee sachets provided.
- Vending machine not to be used.
- Frequent cleaning and disinfecting of hard surfaces that are touched regularly particularly in the main touch points such as such as door handles, light switches, and appliances.

			 <ul style="list-style-type: none"> • Where possible door to kitchen to be left open to prevent need to touch handles • Sanitize hands after touching communal touch points like the tea urn. • Hand washing facilities with antibacterial soap and water in place • Only one person at a time permitted to enter toilets (Office Specific) 					
4	<p>Exposure to COVID-19</p> <p>Exposure to Others</p> <p>External areas</p>	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Designated meeting area for briefings etc in place with floor markings in place to manage social distance. • Sufficient car parking space to allow for social distancing with employees able to move down around. • External seating area for employees to take breaks. Social distancing will remain. • A maximum of 2 people allowed in the smoking shelter at any time. 	2	4	8	<ul style="list-style-type: none"> • Regular monitoring by site management. • Regular review of government and public health guidance and amend risk assessment and control measures as appropriate. 	<p>Ongoing</p> <p>Ongoing</p>

			<ul style="list-style-type: none"> No smoking area, the employees should maintain the advised 2 metre distance. No sharing of lighters/Matches/Cigarettes. Gel sanitisers/dispensers in all external areas Where possible employees will only use their own tools. If this is not practical, then disposable gloves should be worn All hard surfaces to be regularly wiped with Anti-bacterial wipes. PPE available. 					
5	<p>Exposure to COVID-19 Exposure to Others Reception /waiting area</p>	<ul style="list-style-type: none"> Employees Visitors Contractors 	<ul style="list-style-type: none"> Visitors are not permitted to enter the buildings but will be required to phone Evolution contact who will meet them in carpark. Visitors advised of process pre arrival to site.  <ul style="list-style-type: none"> 2m social distancing should be maintained as far as practical. Non-work-related packages are not to be delivered to site. All post to go to Thompson house and deliveries will not be signed for (unless required for legal continuity) If delivery must be signed for the employee should use their own pen, wear disposable gloves and face mask when handling the signature sheet. 	2	4	8	<ul style="list-style-type: none"> Regular monitoring by site management. Regular review of government and public health guidance and amend risk assessment and control measures as appropriate. 	<p>Ongoing</p> <p>Ongoing</p>

			<ul style="list-style-type: none"> If more than one member of staff is required to move the delivery, gloves & masks must be used by both staff members. Poster and adequate signage displayed on at front entrance. COVID-19 Posters displayed. 					
6	Spread of Covid-19 Maintenance/Facility management	<ul style="list-style-type: none"> Employees Visitors Contractors 	<ul style="list-style-type: none"> Contractors will be contacted prestart to agree COVID safety control measures: <ul style="list-style-type: none"> Locations Can area be isolated/No employees. How many contractors. Copy of their COVID measures/RA. Hours on site. How they will dispose of waste. Have any of their employees shown COVID symptoms. They will work in line with government guidance. COVID Risk Assessment to be obtained from any contractors including signed declaration. All tools should be regularly wiped with Anti-bacterial wipes. Contractor's will only use their own tools. If this is not practical, then disposable gloves should be worn. Evolution Facilities team will advise site management the following pre work: <ul style="list-style-type: none"> Locations Can area be isolated/No employees. All tools used by Evolution Facilities team will be regularly wiped with Anti-bacterial wipes. Evolution Facilities team will only use their own tools. If this is not practical, then disposable gloves should be worn. 	2	4	8	<ul style="list-style-type: none"> Regular monitoring by site management. Regular review of government and public health guidance and amend risk assessment and control measures as appropriate. 	<p>Ongoing</p> <p>Ongoing</p>

7	<p>Spread of Covid-19 Travelling to and from work</p>	<ul style="list-style-type: none"> • Employees • Visitors • Contractors 	<ul style="list-style-type: none"> • Where possible limited movement between offices • Where possible employees refrain from using public transport • No car sharing permitted. • All employees, where possible travel to site in separate vehicles unless they are living in the same household. • Private vehicles that are used by people from multiple households should be cleaned regularly using gloves and standard cleaning products with emphasis on handles and other areas where passengers may touch surfaces 	2	4	8	<ul style="list-style-type: none"> • Regular monitoring by site management. • Regular review of government and public health guidance and amend risk assessment and control measures as appropriate. 	<p>Ongoing</p> <p>Ongoing</p>
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COMPLETED BY:	ASSESSMENT DATE:	REVIEWED DATE/S	REVIEWED DATE/S	REVIEWED DATE/S
Prohas Ltd	17.09.2020	28.10.2020	11.03.21	10.04.21